



Town of Fort Myers Beach

Town Manager's Weekly Report
December 27, 2013 through January 02, 2014

Note: *The following group of departmental reports covers the period from Friday of the preceding week through Thursday of the current week. These reports provide a brief summary of departmental activities most often related to issues or actions of specific interest. It is not, nor is it intended to be a detailed or exhaustive list of every activity happening within our Town. This is provided to the Mayor and Council in order to help them remain better informed. In turn, the Council has asked staff to post the reports on the Town's website for the benefit of our residents and businesses.*

Week of December 27, 2013 through January 2, 2014

Department of Community Development (DCD) Events

Planning Coordinator:

- Continued compiling additional information for documentation of Community Rating System (CRS) Activities that will be scored by the ISO/CRS Specialist.
- Attended Town Manager staff meeting as the Acting Community Development Director.
- Prepared a Zoning Verification Letter for the Neptune Inn property. Began preparing a ZVL for the Chuck's Last Stop/Royal Scoop property.
- Spoke to the owner of 4601 Estero about the Flood Mitigation Assistance grant program. Her property has no documented flood loss history, and is unlikely to be funded through the FMA grant process.
- Spoke to Helen Johnson, Program Manager of the Bureau of Mitigation at the Florida Department of Emergency Management about several grant possibilities. Learned more about the "mitigation reconstruction" program that is part of the Flood Mitigation Assistance grants. It provides up to \$150,000 to rebuild a floodprone structure in an A zone that is not physically engineered in such a way to be eligible for elevation. Also inquired about the Hazard Mitigation Grant Program, as well as a residential condominium's eligibility for FMA.
- Met with Lorraine Albino-Hinkley to discuss elevation options for her repetitive flood loss property. If the property is not structurally feasible to elevate, it may qualify for a mitigation reconstruction grant through FMA.
- Spoke to a prospective purchaser of 121 Falkirk, who is interested in an addition to the existing structure, if he buys it. Wanted to know setbacks and flood zone, and an explanation of the 50% Rule. I also encouraged him to get an elevation certificate.
- Conducted floodplain reviews for several permit applications in the absence of the Building Safety Services Coordinator.
- Provided the Town Manager with a review of VAR2007-00012, 2645 Geary Street in Matlacha, which I reviewed during my tenure at Lee County Zoning. The property is similar in nature to the property at 301 Palermo Circle, but the situation was different for several reasons, including an error by the contractor at the time of construction.
- Spoke to Bob Beasley regarding the accessory apartment at 235 Carolina. A sale is pending on the property that is contingent upon a favorable accessory apartment determination. At this time, the property owner has not submitted an application, but is looking for sufficient evidence to substantiate the existence of the apartment prior to 1984.
- Met with Chris Hoelzel, trustee for 764 Estero, who is interested in splitting the parcel into 3 lots. The property is developed with 3 structures and the family is interested in having title to each structure separately on their own lots. Provided information on variances that would be required to deal with lot width and lot depth issues, as well as an application for a Limited Review Development Order to create the lots.

- Spoke to a prospective purchaser of 3040 Estero Boulevard, who inquired about the property's zoning, permitted uses, and property development regulations.

Building Permitting Activity: 12/27 THROUGH 01/02/14

• New Applications	23
• Permits Issued	09
• Permits Approved, Not Issued	05
• Applications Reviewed & Approved	14
• Applications Under Review	21
• Inspections Performed	70
• Permits Finaled	28
• Contract Registrations/Renewals	1

Environmental Science Coordinator

- Monitored current Red Tide bloom. Cell counts have remained in the “not present” range.
- Participated with local scientists to discuss releases to the Caloosahatchee estuary from Lake Okeechobee during this past summer.
- Investigated a complaint of a structure on the beach in the Critical Wildlife Area and coordinated with Public Works to remove debris.
- Conducted outreach and enforcement for visitors who were removing live shellfish from exposed mudflats during low tide events in the Critical Wildlife Area
- Assembled the Special Exception to Town Council for Leonardo Arms Upland Retaining Wall (SEZ2013-0004) Reviewed multiple permits.

Memorandum

To: Terry Stewart, Town Manager
From: Paul Rapp, Aquatics Supervisor
Date: January 3rd, 2014
RE: Weekly Report December 28th-January 3rd.

ATHLETICS

- Line Dancing started on January 2nd.
- The next session of Yoga started on January 2nd.
- Zumba Gold started January 2nd.
- Yoga Pilates began January 2nd.
- Youth Flag Football begins January 4th.
- The Knights of Columbus Free Throw Competition is on January 4th.
- Bokwa begins January 9th.
- Mixed Dance Fitness begins January 9th.
- Zumba begins January 14th.

YOUTH:

- Fun Days have been offered when there is no school. Monday had 14 participants and Thursday had 15 participants. There are Fun Days Monday and Tuesday as well.
- Club Rec Spring Semester starts Wednesday, January 8th.
- There will be a teen trip to Zoomers on Saturday, January 4th.

SENIORS:

- The BOSS program will have their monthly pot luck on Wednesday, January 8th.
- The BOSS program will be going to Coconut Pointe for a movie Thursday, January 9th.

AQUATICS:

- Pool will be open to the public again starting Friday, January 3rd.
- Pool hours are back to normal. Monday, Wednesday, Friday and Saturday 10am-6pm and Sunday Noon to 6pm. Closed on Tuesdays and Thursdays.
- Kid Pool will be closed for the month of January.

CULTURAL RESOURCES:

- Education Coordinator and Fish Tale Marina staff led an environmental education program on 12/27 during the Fun Days program at Bay Oaks Rec Center.
- Staff received a first draft of the Museum Action Plan for Mound House exhibits on 1/2.
- Interest in Mound House kayak tours continues. The next tour is scheduled for 1/4 and some space is still available.

Memo

To: Terry Stewart, Town Manager

From: Amanda Anderson, Finance Coordinator

Date: January 2, 2014

Re: Weekly Activities

We worked on the following projects and activities for the week of December 27, 2013 to January 2, 2014:

FINANCE

Employee & Council payroll was processed. Town and employee retirement contributions were calculated and submitted. Christmas and Christmas Eve holiday pay was calculated for part-time employees. TDC reimbursement was submitted to Lee County for the 3rd and 4th quarter of Fiscal Year 2013. The quarterly invoice was submitted to FDOT for bridge maintenance and mowing. Several invoices were sent to Times Square vendors for use of right away. A bank deposit was made and the revenue was entered and posted in the accounting system. We started working on December month end procedures.

HUMAN RESOURCES

A couple of street performer and volunteer background checks were processed.

INSURANCE

We continue to monitor a few open claims.

Memorandum

To: Terry Stewart, Town Manager
From: Derek Bargmann, Deputy Town Clerk
Date: Jan 2 2014
Re: Departmental Report

From the Clerk's Office

Records Requests

- This is a public information request for the outside council hired to investigate and dispel rumors for Walter.

I would like a copy of everything. The contract, any changes to the contract, all information given to the attorney/firm, the interpretation and any documents from the attorney/ firm and any information of any other attorney/ firm/ or support that helped this attorney come to his interpretation. As well as his interpretation.

Also, I was told by Mr. Jim Humphrey that this firm was to have an attorney or firm familiar with land use and government law look into our code interpretation, I would like to know which firm we used for that.

Plus... how much did all this cost the tax payers?

Miscellaneous

The front desk reception greeted **54** guests: **10** with general inquires and **0** Re-Entry Pass applications, **15** for Community Development, **24** for Building Services, **4** for Public Works, and **0** for Parks & Recreation.

Directed **176** phone calls: **29** for general information and **1** for Re-Entry Pass process, **33** for Community Development, **39** for Building Services, **12** for Public Works, and **2** for Parks & Recreation

From the Contracts Manager's Desk:

- Served as Acting Town Clerk through 01/01; Office closed 12/31/13 & 01/01/14
- Website—No change; CivicPlus Support has not given update on adding new logo to website.
- Bids & Contracts, Past & Present—Working to digitize all documents so they are more easily accessible.
- Stormwater System Funding Mechanism—CDM Smith: fully executed; Government Services Group: awaiting completion from GSG.
- STA #1, AIM Engineering & Surveying, Survey Staking Project—Fully executed.
- STA #1, Woodard & Curran, SPA-10-08-PWU (renewal)—Public Works Director to obtain updated pricing before draft can be executed.
- STA #2, Calvin Giordano, RFQ-12-09-CD—Under review by Community Development Director (upon his return 01/06/14).

- Power Leveling Controllers, BCI Technologies—Awaiting returned signed copies of Service Provider Agreement from Provider.
- ITB Observation Pier—Will be completed right after Newton Seawall ITB release.
- ITB Newton Seawall—No change, Public Works Director has not had chance to look at; Final draft reviews taking place by Public Works Director and Consultant.

Advisory Committees

No changes to the roster for this reporting period.

Committee	Last name	First name	Term Expiration
AAC	Beasley	Robert	expires October 2014
AAC	<i>vacancy (Butzer)</i>		expires October 2015
AAC	Lawwill	Ted	expires October 2014
AAC	Light	Katherine	expires October 2014
AAC	Lurie	Sam	expires October 2014
AAC	<i>vacancy (Scott)</i>		expires October 2015
AAC	Trantina	Gerry	expires October 2015
Audit	Cote	Richard	expires October 2017
Audit	Hughes	Daniel	expires October 2017
Audit	Lombard	Edward	expires October 2015
Audit	Rodwell	James	expires October 2015
Audit	Steele	James	expires October 2015
BORCAB	Bodnar	Becky	expires October 2014
BORCAB	Myers	Tom	expires October 2015
BORCAB	Pontius	Rex	expires October 2015
BORCAB	Raymond	Bryan	expires October 2014
BORCAB	Simpson	Betty	expires October 2014
BORCAB	Sprole	Rae	expires October 2015
BORCAB	Stockton	Summer	expires October 2015
CELCAB	Hill	Barbara	expires October 2014
CELCAB	Pontius	Rex	expires October 2015
CELCAB	Simpson	Betty	expires October 2014
CELCAB	Smith	Cherie	expires October 2014
CELCAB	Spuhler	Ceel	expires October 2014
CELCAB	Werner	Becky	expires October 2015
CELCAB	Wolf	Lorrie	expires October 2015
CRAB	Carballo	Olga	expires October 2015
CRAB	Greer	Miffie (Mary)	expires October 2014
CRAB	Haengel	Karen	expires October 2015
CRAB	Halladay	Elizabeth D.	expires October 2014

CRAB	Kemp	Bobbi	expires October 2015
CRAB	Mandel	Carla	expires October 2014
CRAB	Weeg	Keri Hendry	expires October 2014
LPA	Bodenhafer	Chuck	expires October 2015
LPA	Durrett	Al	expires October 2014
LPA	Kakatsch	John	expires October 2015
LPA	Plummer	Jane	expires October 2015
LPA	Shamp	Joanne	expires October 2014
LPA	Steele	James H.	expires October 2014
LPA	Zuba	Hank	expires October 2014
MRTF	Andre	Tree	expires October 2014
MRTF	Clark	Cheryl	expires October 2015
MRTF	Denegre	Cristina	expires October 2014
MRTF	Pine	Peter	expires October 2014
MRTF	Schindler	Ted	expires October 2015
MRTF	Veach	Bill	expires October 2015
MRTF	Weeg	Keri Hendry	expires October 2014
PSC	Butcher	Bruce	expires October 2014
PSC	Durrett	Al	expires October 2014
PSC	Mack	Alice	expires October 2014
PSC	Hosafros	Rexann	expires October 2015
PSC	Kakatsch	John	expires October 2014
PSC	Myers	Tom	expires October 2015
PSC	Wray	Jim	expires October 2015
HAC Chair	Bassett	A J	
HAC	Kakatsch	John	
HAC	Plummer	Jane	
HAC	Santini	Fran	
HAC			
HAC	Shamp	Joanne	
HAC	Durrett	Al	
C AC	Pohland	John	

Week of December 27, 2013 – January 2, 2014

Special Events

Special Events This Week:

1. Fort Myers Beach Farmers Market under Matanzas Bridge – January 3, 2014 from 7:30 a.m. to 11:30 a.m.
2. Sunset Celebration at Times Square January 3-4, 2014 from 4:00 p.m. – 9:00 p.m. Live Music.
3. Santini Fresh Market at Santini Marina Plaza – January 7, 2014 from 9:00 a.m. to 1:00 p.m.
4. Augsburg College Symphony Orchestra Concert at Times Square – January 8, 2014 from 12:30 p.m. to 2:30 p.m.

Special Events Received:

1. N/A

Public Works Department

Director

- Attended the department directors meeting with the Town Manager.
- Spent time in Times Square preparing for the New Year's celebration.
- Visited a property site where work was being performed without a permit.
- Reviewed and processed many permit applications.
- Attended the Phase I reFRESH Waterlines CIP meeting.

Special Projects Supervisor

- Reviewed and processed a number of permit applications and inspections.
- Met with building contractors onsite to discuss permitting requirements.
- Public Safety Committee –Shared prior month's meeting minutes. Began working on agenda for upcoming meeting. Coordinated with PSC Chair and Environmental Services Director on sea turtle lighting concerns.
- Built 3D Surface of Town limits using Lidar & Autocad software.

Public Services Supervisor

- Collected Lease Agreements at Mooring Field. Verify collected monies and receipts and turned into Finance. Enter in data for December spread sheet.
- Processing applicants for upcoming Special Events.
- Follow up for tasks completions of PW and Civic requests.
- Collection and review of Mooring Field daily log sheets.
- Open and close Town Farmers Market. Provide Town representation.
- Processing extension of Business Operation Permit in Times Square.

Administration

- Reception desk coverage throughout the day as needed and at lunch while still performing my regular duties.
- Input of all daily maintenance tracking.
- Continued preparation of invoices for Supervisors signature.

Projects

- North Booster Station – Nothing new to report.

- MH Restoration – The lead abatement testing has been reported to have been finished but has not been confirmed. A pre-construction meeting is scheduled for 1/8/14.
- Estero Blvd. Improvements Project - Nothing new to report.
- Newton Park Seawall Rehabilitation – Nothing new to report.
- Mound House Pier – Nothing new to report.
- Times Square Utility Locates – Nothing new to report.
- Phase 1 Water Distribution System - Researched as-built inlet information for Neptune Inn location. Continued to study potential drainage improvement on Tropical Shores and met with residents on Fairweather concerning tree removal. Met with Town's inspector for daily updates on the project status. Made clarification on minimum horizontal and vertical clearances between sanitary and potable water infrastructure. The construction team reported that the new waterline on Mango St. is ready to be tested; the water main installation on Fairweather is scheduled for completion within 5 days. The water main crews are moving to Pearl and Delmar Streets in the upcoming days and installation of the stormwater infrastructure on Mango is due to begin the week of 1/6/14. The group discussed stormwater improvements and some savings that may be realized on the gulf side streets.
- North Estero Underground Utilities – Nothing new to report.